

Space Request

Lerner Hall Event Management

Alfred Lerner Hall, 2920 Broadway, New York, NY 10027

For use of space in Lerner Hall, Campus Outdoor Space, Residence Hall Lounges, University classrooms

Requests may be submitted online, in person or by fax: <http://www.columbia.edu/cu/lernerhall/>, Lerner Hall 7th Floor, fax # (212) 854-5840. Receipt of application does not ensure room reservation. Confirmation will be sent via e-mail when space is confirmed.

GROUP INFORMATION:

Representative Name:	_____	Phone:	_____
Representative's Title:	_____	Email:	_____
Recognized Student Group:	_____	Group Email:	_____
CU Account #:	_____		
Event Name:	_____	Expected Attendance:	_____
Advising Office:	_____	Advisor's Name:	_____

Description Of Event:

(Examples include meeting, rehearsal, dinner, study break party, speaker, [indicate who has been invited to speak and their affiliation with Columbia, if any] vendor table, etc.):

LOCATION, DATE and TIME:

Requested Location:	_____	Alternate/Rain Location:	_____
Requested Date:	_____	Alternate Date:	_____
		Alternate Date:	_____
		Alternate Date:	_____

Event Start Time:	_____	Event End Time:	_____
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If additional time is requested in the room (for food set-up, decorating equipment prep, etc.) - please indicate how much additional time before and/or after the event:

Set Up Start Time:	_____	Clean Up End Time:	_____
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For Recurring Meetings/Rehearsals:

Preferred Day of Week:	_____	Alternate Day:	_____
Beginning Date:	_____	Ending Date:	_____

BUILDING ACCESS:

Please select your choice of attendees:

CUID Only General public (Non CUID holder) Guest List Other College IDs

List Colleges or Guest:

CASH: Will cash be collected? i.e Fundraiser, t-shirt sales, admission charge **No** **Yes**

What measures have been taken to secure cash during your event?

MEDIA: Will the media be invited to this event? **No** **Yes**

If yes, what media will be invited to this event and has community relations been notified?

FOOD: Will food be served? **No** **Yes**

If yes, please note Columbia University Catering is the exclusive provider of catering services in Lerner Hall. If you are bringing your own food, please indicate pizza, sandwiches, snack food, etc.

ALCOHOL: Will alcohol be served? **No** **Yes**

If yes, please file Alcohol Registration Form at least 10 days prior to your event.

AUDIO / VISUAL: Will audio visual equipment be used or needed? **No** **Yes**

If yes, please file Technical Request Service Request form or detail equipment being provided by another source.

ADVERTISEMENTS: How will this event be advertised? **On Campus** **Off Campus**

If off campus please indicate the nature of off campus advertising: (i.e. flyers - placement and quantity, print adds, radio ads, etc.)

SAFETY AND SECURITY: Any safety or security concerns? **No** **Yes**

If yes, please indicate any security and safety arrangements that may be required.

Advisor Signature

Date

With your signature, you agree to be responsible for knowing and adhering to Columbia University event management policies.

Representative Signature

Date